

NOTICE OF VACANCY

AUGUSTA, GEORGIA is presently in the process of recruiting for the position described below. Applications for the positions will be given and taken at the **HUMAN RESOURCES DEPARTMENT** on:

MONDAY - FRIDAY

9:00 A.M. - 4:00 P.M.

After the recruiting period is expired, the applications will be referred to the respective department.

JOB TITLE:	Recreation Specialist I (District Supervisor)
DEPARTMENT:	Recreation
SALARY:	\$34,283
BEGINNING DATE:	February 9, 2004
CLOSING DATE:	February 20, 2004

MINIMUM QUALIFICATIONS:

BA/BS in related occupational field of study. 5+ years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship. Considerable knowledge of principles and practices of recreation management, program development and implementation in recreation, rules, equipment, and facility requirements for a variety of sports and games, and supervision. Familiarity with relevant laws, Augusta-Richmond County regulations, department policies and procedures, and skills of special population. Proficiency in recruiting sponsors from the business and civic communities, budget preparations, supervision, and record keeping procedures. Mastery of first aid and CPR. Good communication skills, both oral and written. Demonstrated ability to work independently. Possess or have ability to obtain a valid state operator/driver's license for the type vehicle or equipment operated.

MAJOR DUTIES:

Plans, implements, monitors and evaluates projects, programs, and activities. Conducts staff meetings, maintains personnel records, recruits, supervises, trains, and evaluates subordinate staff and serves as a resource to subordinate personnel. Collects money and keeps records of revenue for each facility. Chairs special events. Coordinates safety program for district. Assists in the preparation of the annual departmental budget, and provides informational reports. Assists in scheduling transportation.

ROOM 601, MUNICIPAL BUILDING, AUGUSTA, GA 30911, (706) 821-2306

We are an equal opportunity employer.